ACCESS Tool Guide: Positive Youth Development Five C’s Survey
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What Each Button Function Means

Close Database

Close Database- If you would like to exit out of this template document, press this button.

Admin Menu

Admin Menu- If you would like to enter a survey, modify a survey, or run a report, this button should be pressed. This button option also allows for you to view the students, programs and schools entered in the template.

Survey Instructions

Survey Instructions - This is where the survey proctoring instructions is located.
Step 1: Add New Program (or validate that it’s entered) - You may add any new programs here. You may also go here to confirm that you have entered a program.

Step 2: Add New Student (or validate it's entered) - Before entering any new surveys, you will have to add the student name (first and last), school ID, and grade here. You may also go here to confirm that you have entered a student.

Step 3: Enter Survey (one at a time) - Clicking on this button will allow you to enter the survey results individually.

Enter Survey (multiple at once) - Clicking on this button will allow you to enter the survey results all at once.

*Please note that there is no save button in the template, as everything is automatically saved.*
How to Input Program Information

It is crucial that BEFORE you input any survey data, you enter the program information first. In order to do this, please follow the steps below:

1) Click on “Step 1- Add New Program (or validate that it’s entered),” which is on the main menu.

2) Click on the “Add New Program” button located at the top.

3) Input program name, location (City, State), and mini description.
4) Repeat steps 2 and 3 for any additional programs you wish to add to the template.
   a. Please note that if a program takes place in two different locations, they must be inputted separately.

5) Click on “Return to Main Menu” to go back to the main menu.

To keep track, or edit inputted programs, please navigate through the “Record” option at the bottom of the screen.

Another way to view/add programs, is through the Admin menu. If you click on the “Admin Menu,” there is an option to “View/Add Programs.”
How to Input Student Information

It is crucial that **BEFORE** you input any survey data, you enter ALL of a student’s information first.

In order to do this, please follow the steps below:

1) Click on “Step 2- Add Student (or validate that it’s entered),” which is on the main menu.

![Diagram showing steps 1 to 3 of the process](image)

2) Click on the “Add New Participant” button located at the top.
3) Input participant’s first name, last name, alternative name (this is optional; the alternative name means initials), student ID number (same as their school ID number), and grade (this is a drop-down option).

4) Repeat steps 2 and 3 until all the students are recorded.

5) Click on “Return to Main Menu” to go back to the main menu.
To keep track, or edit inputted student information, please navigate through the “Record” option at the bottom of the screen.

Another way to view/add students, is through the Admin menu. If you click on the “Admin Menu,” there is an option to “View/Add Students.”
How to Input Additional Schools Not Already Listed

If there is a specific school not already listed in the drop down menu, you are able to add it in by following these steps:

1) Click on “Admin Menu” which is on the main menu.

2) Click on the “View/Add Schools” button.
3) Next to the star symbol (*), you may input new additions. This is where you input the school, school type, and school district.

- If you would like to delete an inputted option, highlight the school entry, then right click the mouse and select “Delete Record.”

<table>
<thead>
<tr>
<th>ID</th>
<th>School</th>
<th>School Type</th>
<th>School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>2</td>
<td>Cleveland</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>3</td>
<td>McKinley</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>4</td>
<td>Raub</td>
<td>Middle School</td>
<td>Allentown</td>
</tr>
<tr>
<td>5</td>
<td>Roosevelt</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>6</td>
<td>South Mountain</td>
<td>Middle School</td>
<td>Bethlehem</td>
</tr>
<tr>
<td>7</td>
<td>Dodd</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>8</td>
<td>Jefferson</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>9</td>
<td>Union Terrace</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>10</td>
<td>Broughal</td>
<td>Middle School</td>
<td>Bethlehem</td>
</tr>
<tr>
<td>11</td>
<td>Donegan</td>
<td>Elementary School</td>
<td>Bethlehem</td>
</tr>
<tr>
<td>12</td>
<td>Fountain Hill</td>
<td>Elementary School</td>
<td>Bethlehem</td>
</tr>
<tr>
<td>13</td>
<td>Lincoln</td>
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<td>Bethlehem</td>
</tr>
<tr>
<td>14</td>
<td>Marvine</td>
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<td>Bethlehem</td>
</tr>
<tr>
<td>15</td>
<td>William Penn</td>
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<td>Bethlehem</td>
</tr>
<tr>
<td>16</td>
<td>Thomas Jefferson</td>
<td>Elementary School</td>
<td>Bethlehem</td>
</tr>
<tr>
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<td>Freemansburg</td>
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<td>Bethlehem</td>
</tr>
<tr>
<td>18</td>
<td>Northeast</td>
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<td>Bethlehem</td>
</tr>
<tr>
<td>19</td>
<td>Paxinoso</td>
<td>Elementary School</td>
<td>Easton</td>
</tr>
<tr>
<td>20</td>
<td>Cheston</td>
<td>Elementary School</td>
<td>Easton</td>
</tr>
<tr>
<td>21</td>
<td>Easton Middle School</td>
<td>Middle School</td>
<td>Easton</td>
</tr>
<tr>
<td>22</td>
<td>Non-Community Schoo</td>
<td>Elementary School</td>
<td>Allentown</td>
</tr>
<tr>
<td>23</td>
<td>Non-Community Schoo</td>
<td>Elementary School</td>
<td>Bethlehem</td>
</tr>
<tr>
<td>24</td>
<td>Non-Community Schoo</td>
<td>Elementary School</td>
<td>Easton</td>
</tr>
</tbody>
</table>

To return back to the main menu, please click on the second “X.”
How to Input Additional School Years Not Already Listed

If there is a specific school year not already listed in the drop down menu, you are able to add it in by following these steps:

1) Click on “Admin Menu” which is on the main menu.

2) Click on the “View/Add School Year” button.
3) Next to the star symbol (⋆) you may input new additions. This is where you input the school year.
   - If you would like to delete an inputted option, highlight the school year entry, then right click the mouse and select “Delete Record.”

To return back to the main menu, please click on the second “X.”
How to Input the Survey Data

You may either input one set of data at a time, or multiple sets of data at once. The steps to input the survey data both ways are below:

One at a time:

To input the survey data, please follow the steps below:

1) Click on “Step 3- Enter Survey (one at a time),” which is on the main menu.

2) Before entering the survey data, you will have to select the program name, school year, type of survey (Pre or Post), student name, and student's school from the drop down menu options. If the targeted school is not listed in the menu, please see instructions above on how to add the school.
   a. If you are unable to find the selection you are looking for any of the drop down menu, please refer back to steps above showing how to add those.
3) Input the survey data for all twenty questions.
   a. Please note that you will only be allowed to select **ONE** answer choice per question.
   b. If a student does not answer a question, or selects more than one answer choice, please choose the option “Answer Left Blank OR Multiple Answers Selected.”
   c. Question 20 is open-ended, so you will have to type in the answer.
4) Once you have entered the survey data for a student, and wish to add data for more students, please click the button “Add New Survey.” This button is located at the top and bottom of the page.

   a. Please note that if you forget to input the data for one question or more, the system will not let you proceed further. A message will pop up informing you that your survey input is incomplete. An exception to this is question 20, as it can be left blank if a student did not answer this open-ended question.

   b. If you wish to delete an inputted survey, click on the red “Delete Survey” option located at the top.

5) Repeat step 4 for as many surveys as you wish to input.

6) After you are done inputting the survey and wish to return to the main menu, click on “Return to Main Menu” to go back to the main menu. This button is located at the top and bottom of the screen.
Multiple at a time:

To input the survey data, please follow the steps below:

1) Click on “Step 3 - Enter Survey (multiple at once),” which is on the main menu.

2) Before entering the survey data, you will have to select the program name, school year, type of survey (Pre or Post), student name, and student’s school from the drop down menu options. If the targeted school is not listed in the menu, please see instructions above on how to add the school.
   a. If you are unable to find the selection you are looking for any of the drop down menu, please refer back to steps above showing how to add those.

3) Input the survey data for all twenty questions.
   a. Please note that you will only be allowed to select **ONE** answer choice per question.
   b. If a student does not answer a question, or selects more than one answer choice, please choose the option “-1”.
   c. Question 20 is open-ended, so you will have to type in the answer.
4) Once you have completed the survey entry for a student, it will automatically show you another blank data entry to fill out for other students.
   a. Please note that if you forget to input the data for one question or more, the system will not let you proceed further. A message will pop up informing you that your survey input is incomplete. An exception to this is question 20, as it can be left blank if a student did not answer this open-ended question.
   b. If you wish to delete an inputted survey, click on the red “Delete Survey” located next to the data entry.

5) Repeat step 4 for as many surveys as you wish to input.

6) After you are done inputting the survey and wish to return to the main menu, click on “Return to Main Menu” to go back to the main menu.
How to Modify a Survey

If you have already inputted survey data, but later realize that you would like to make a modification to the data, there is an option to do this.

You may either modify one set of data at a time, or multiple sets of data at once. The steps to modify the survey data both ways are below:

1) Click on “Admin Menu” which is on the main menu.

Modify one at a time:

2) Click on the “View/Modify Survey (one at a time).”
3) Select the appropriate drop down options for the survey you are looking to modify. (Drop Down Menu Options: program name, school year, type of survey (Pre or Post), student name, and student’s school name.), or you may navigate through the “Record” option at the bottom of the screen.

4) Make any modifications as needed.
   a. If you wish to delete an entire survey input, click on the red “Delete Survey.”
5) Click on “Return to Main Menu” button to go back to the main menu. This button is located at the top and bottom of the screen.

Modify multiple at a time:

1) Click on the “View/Modify Survey (multiple at once).”

2) Select the appropriate drop down option for the participant survey you are looking to modify. You may also navigate through the “Record” option at the bottom of the screen.
3) Make any modifications as needed.
   a. If you wish to delete an entire survey input, click on the red “Delete Survey.”

4) Click on “Return to Main Menu” button to go back to the main menu.
How to Create a Report

After inputting all of the survey data, your next step would be to create a report.

To create a report, please follow the steps below:

1) Click on “Admin” which is on the main menu.

2) Click on the “Run Report” button.
Please note that there are two different types of filters that you can use.

There is a filter specific to school year, school, and program name. For this filter, there are two types of reports that you may create. The first type of report called the “Student Summary” shows the data for each individual student, comparing their answer choices for the Pre and the Post. The second type of report is called the “Program Summary,” which shows the overall program growth for all of the students in that specific program who completed the entire survey.

These summaries will display a report if either Pre AND Post survey data or just Pre survey data is entered; hence, these summaries can be generated for both mid-year reports and annual-year reports.

It must be noted that surveys which include question(s) that were left blank or multiple answers were selected will still be included in the student summary, but discarded in the program summary. The report will display those question categories as “N/A” in the student summary. Since the program summary will discard those surveys, the number of students displayed in the report may differ.
The other filter is specific for the school year. For this filter, there are three types of reports that you may create. The first type of report called the “Summary by School” shows the Pre and the Post data for students by school. The second type of report is called the “Summary by School District,” which shows the Pre and the Post data for students by school district. The third type of report is called the “Overall Summary,” which shows the Pre and the Post data inputted for students within all the schools, school districts, and programs.

These summaries will display a report only if Pre AND Post survey data is entered; hence, these summaries should be generated after your program session for the specific school year has ended. If you attempt to create these summaries with just Pre survey data inputted, the reports will be blank.

It must be noted that surveys which include question(s) that were left blank or multiple answers were selected will be discarded from all three summaries under this filter. Since these summaries will discard those surveys, the number of students displayed in the reports may differ.
1) You may utilize the filters to specify according to school year, school name, and program name or just school year. The student ID list is available on the report page, in case you need to refer back to the students.
   a. There is no “Select All” option for the filters. **If you would like to create a report with all of the options for any of the filters, leave the filter blank.**
2) Select what type of report you would like to create.
3) Once you have selected the type of report, a new tab will open displaying it.

Please note that for the student summary, summary by school, and summary by school district, use the navigation at the bottom (where it says Page) to scroll through the reports for the different students, schools, or school districts.
4) You do have the option to print, email, or save the report as a PDF or Excel File. If you look at the ACCESS tab at the top where it says “Print Preview,” you will see all of these options there.

If you would like to exit out of the above screen, and go back to the template menu, click on “Close Print Preview.”